

**TAX TIPS FOR  
OCCUPATIONS / GENERAL SERVICE  
CONDUCTING BUSINESS IN DELAWARE**

**Things You Should Know**

**Definitions, 30 Del. C., Ch 23**

A Division of Revenue business license is required by every person engaging in or carrying on any trade, business, profession or occupation which involves the provision of services in this State to the general public for which a fee or other consideration is received. Services performed for divisions or sections within an organization, such as an accounting or legal department are not subject to licensing. Services performed for third parties, regardless of the relationship between the respective entities are subject to licensing. A short list of business and occupational licenses includes by way of example, and not by limitation:

Accounting/ Bookkeeping/Payroll Services, Adoption Services, Advertising, Aircraft Servicing, Airline Ticket Agencies, Alarm Systems, Ambulance Services Appraisers, Architects, Auctions & Auctioneers, Automotive Repair, Baby Sitting Services, Bail Bonds, Barbers, Beauticians, Bowling, Broadcasting, Car Wash, Carpet & Rug Cleaners, Check Cashing, Child/Elder/Assisted Care, Chimney Sweeping, Cleaners, Collection Services, Computer Services, Consultant, Copy Services, Court Reporters, Credit & Dept Counseling, Dance Instruction, Decorating, Dentist Office, Disc Jockeys, Doctor/Physician Office, Drayperson, Driving Instruction, Dry Cleaner, Employment Agency, Entertainers, Environmental Services, Event Planners, Financial Planning, Funeral Homes, General Repair Person, Golf and Tennis Clubs, Health Clubs, Home Inspection Services, For Profit Hospitals, Housekeeping, Income Tax Consultant, Inspection Services, Janitorial, Kennels, Laboratories, Laundromat, Law Firm, Lawn Care, Landscaping, Locksmiths, Mailing and Packaging Services, Marinas, Martial Arts Instruction, Movers, Movie Theaters, News Services, Private Nurses, Nursing Homes, Occupational Therapy Offices, Optometrists, Pest Control, Pet Training, Photographers, Private Detectives, Private Detective Agency, Private Medical Care, Public Storage, Restoration Services, Sanitation/Septic Services, Security Services, Schools except public and non-profit, Shuttle Services, Tailor or Seamstress, Spas, Tanning Salons, Tattooing, Tax Preparation, Taxi Services, Taxidermists, Teaching Consultant, Towing, Trash Removal, Tree Services, Veterinary Offices, Welding.

**Gross Receipts**

Consideration for services rendered includes cash, checks, credit cards, gift certificates, traveler's checks, money orders, barter, trade-ins manufacturer's coupons and rebates, and any other consideration of any kind. Unless specifically exempted, every type of service provided is subject to an annual license fee and an additional fee based on the gross receipts received from such services. This additional license fee is called a "gross receipts tax".

**Gross Receipts May Not be Reduced By:**

- Cost of material and/or labor
- Interest, discount or delivery costs
- State or Federal taxes

**Incidental Sales of Goods or Products**

Persons who make incidental sales of goods or products, in addition to performing services, such as a beauty shop which sells shampoo, hair brushes, etc, is permitted to make such sales without obtaining an additional license as retailer provided such sales do not exceed \$8,500 annually and the sales are included on the gross receipts tax return of the service provider. If the total annual sales exceed \$8,500, a retailer's license must be obtained.

**License and Gross Receipts Requirements**

An occupational professional or personal service provider is required to obtain a business license -- \$75 for the first location and \$25 for each additional location -- which must be renewed annually on or before December 31st of each year. Additionally, a gross receipts tax is levied at the rate of .3983% (.003983) on the amount of income received from goods sold and services rendered in Delaware. The first \$100,000 of fees received per month (\$300,000 quarterly) is exempt from the gross receipts tax. Gross Receipts should be filed on-line or with a paper form. Both can be accessed from our website at [www.revenue.delaware.gov](http://www.revenue.delaware.gov).

## Tax Rates and Exclusions

	<b>Tax Rate</b>	<b>Monthly Exclusion</b>
Law Firm	.003983	\$100,000
Sample Calculation	Total Gross Receipts	\$171,000
	Less Exclusion	<u>100,000</u>
	Taxable Gross Receipts	\$ 71,000
	Tax Rate	x <u>.003983</u>
	Tax Due	\$ 283

(Note: Delaware requires that tax due be rounded-off to the nearest dollar amount.)

## Due Dates of Returns

New licensees will file on a quarterly basis through their first calendar year. The Division of Revenue will then perform a "lookback" procedure and determine if the filing frequency should be changed.

Monthly Filers                    20<sup>th</sup> day of the following month  
Quarterly Filers last day of the first month after the end of the calendar quarter.

## Gross Receipts Tax Exemption

Effective January 1, 1997, House Bill No. 678, exempts from business license gross receipts tax transactions between small, closely held firms. To qualify, the subject firms must be 80% owned by the same five or fewer shareholders, or 100% owned by the same family.

## Common Ownership/Direction

Businesses which operate their separate branches by the use of separate operating corporations are only entitled to one monthly or quarterly exclusion for the enterprise to the extent that the corporations have common ownership or common direction and control.

## Caution Concerning Multiple Exclusions

Nearly all licensees are permitted to reduce their monthly or quarterly gross receipts by certain specific exclusions in determining their taxable gross receipts. The Delaware Code limits the number of allowable exclusions for each general business activity. A taxpayer conducting a business activity for which an exclusion is provided is entitled to **ONLY ONE** monthly or quarterly exclusion regardless of the number of locations at which such activity is conducted. For example, a taxpayer who operates multiple beauty shops should aggregate the receipts from all services provided at all locations and subtract only one monthly exclusion. Separate retail licenses are not required for the sale of food and petroleum products. While the Division of Revenue may assign a unique business code which reflects the primary service sold, the service provider may sell multiple services without obtaining a separate license for each product line. However, separate licenses are required and separate exclusions are permitted if a taxpayer conducts more than one **ACTIVITY**, such as providing a service and retailing or wholesaling.

## Regulatory and Local Requirements

The Business License Issued by the Division of Revenue is not a regulatory license and the issuance of such license does not attest to the qualifications of the applicant to perform the activity described on such license. Many local jurisdictions have requirements for a business license and may have restrictions concerning the locations of conducting the referenced business activity. Please check with the local government office in the town, city or county in which you will conduct your business.

The State of Delaware also has a Division of Professional Regulations. Many occupations and some types of equipment have regulatory requirements. Please contact the Division of Professional Regulation for more information.

**General**

If you have any questions, please contact one of the following offices:

<b><i>Wilmington</i></b>	<b><i>Dover</i></b>	<b><i>Georgetown</i></b>
Division of Revenue Carvel State Office Building 820 North French Street Wilmington DE 19801  (302) 577-8205	Division of Revenue Thomas Collins Building 540 South DuPont Highway Suite 2 Dover DE 19901  (302) 744-1085	Division of Revenue 20653 DuPont Blvd Suite 2 Georgetown DE 19947  (302) 856-5358

Or by e-mail at: [rev\\_busaudit@delaware.gov](mailto:rev_busaudit@delaware.gov) or 302-577-8662

File Gross Receipts On-line:  
[www.grossreceiptsfiling.delaware.gov](http://www.grossreceiptsfiling.delaware.gov)

or

Print an Interactive Gross Receipts Coupon:  
[http://www.revenue.delaware.gov/services/Business\\_Tax/Forms\\_New.shtml#gr](http://www.revenue.delaware.gov/services/Business_Tax/Forms_New.shtml#gr)